

CONFIDENTIAL

PSG/AID-406/68

E52
Comments
Requests listings

ATTACHMENT B

Please complete this attachment and return to MSS/AID/PSG, Attention
room 6N 222, by 18 December 1968.

25X1

I. Please place an X in the appropriate columns.

	<u>Presently Useful</u>	<u>No Present Need</u>	<u>Would Like To Receive</u>	<u>Did Not Know Report Existed</u>
002	X		X	
004	(Monthly)		X	
005	X		X	
006	X		X	X
007	X		X	
008	X		X	
011	X		X	X
013		X		
Option 1	X		X	
Option 2		X		
Option 3		X		
Option 4		X		
Option 5		X		
Option 6		X		
Option 7		X		
Option 10		X		
Option 11		X		

II. In addition to the reports listed above, I would like to receive these weekly/monthly reports (describe in detail):

Monthly time by Completed Project (this component) showing time for each activity code, center wide. All projects assigned to component Code E52 which are completed during a month to be listed in numerical sequence and all time devoted to these projects (by activity code) to be shown. Time shown must be total time by each activity code.

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ATTACHMENT B (CONTINUED)

III. General comments concerning the MIS:

Recommend form be modified to include a pre-printed project number for leave at the bottom - once for annual and once for sick leave - with the appropriate activity code.

IV. Please indicate the following:

msl

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Component (group, division, branch, or staff) - IEG/SD/EB

Component code (as recorded on time sheets) - E52

Room number (mail address) - 4N416 E

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